

US EPA ARCHIVE DOCUMENT

Reference Guide for Recipient Reporting – Contracts (All Programs)

Prime Recipient Reporting

Report Information –

Award Type – Select “Contract” or “C”. If the recipient is not sure whether they have a contract, grant, cooperative agreement, or IA, they need to check with their EPA point of contact to determine the nature of their ARRA funding instrument.

* **Award Number** – Enter the 8-digit EPA Contract Number provided by the Agency, with no spaces, dashes, slashes, etc. (EX: EPS50601, not EP-S5-06-01 or EP-S5-0601).

If the contract award was made via an order under a GSA Contract, the recipient will not have an EPA Contract number. Please enter the GSA Contract Number (usually 10-12 digits) as the Award Number. (EX: GS06F0399Z)

If the award was made via a purchase order (non-GSA), the Purchase Order Number (10 digits) should be entered as the Award Number (EX: EP0W01650).

* **Order Number** – If the award represented a Delivery Order, Task Order, or Work Assignment under an EPA contract, please enter the assigned Order Number here. (DO/TO numbers can be found on the OF-347 form, WA numbers on the 1900-69 form). If the award was a brand new contract, Order Number should be left blank.

If the Award Number is a GSA Contract number, please enter the DO number under that contract as the Order Number.

If the award was a Purchase Order, which was entered as the Award Number, no Order Number is needed.

Final Report – Check or select “yes” only if the recipient has been paid for all ARRA funds under the particular contract action.

Award Recipient Information -

Recipient DUNS ID – Enter the DUNS for which the contract action was awarded. Can be obtained via DUNS number request line at 1-866-705-5711.

Recipient Account Number – Optional field, may be used for recipient’s internal tracking numbers. (NOTE: Do not enter internal tracking numbers in the Award Number or Order Number fields.)

Recipient Congressional District – Enter the Congressional district corresponding to the recipient's DUNS address and zip code. The district may be found on link at <http://www.house.gov>, where it can be accessed via zip code.

Parent DUNS ID, Recipient Type, Recipient Legal Name, Recipient DBA Name, Recipient Address, City, State, Zip Code+4, Country – all obtained through CCR, via the DUNS ID entered; no entries needed.

Project/Award Information –

Funding Agency Code – Enter “6800” for EPA. Recipient should check with their CO if they believe the Funding Agency is other than EPA.

Awarding Agency Code – Enter “6800” for EPA.

Program Source (TAS) Code – Enter “68-XXXX”, with the last 4 digits being: 0108 (Environmental Programs & Mgmt); 0102 (Brownfields); 8195 (Superfund); or 8196 (LUST).

Sub Account Number for Program Source – Ignore.

Govt. Contracting Office Code – Enter code supplied by Agency. The available codes are: WCO00 – Headquarters; DCO00 – RTP, NC; CCO00 – Cincinnati, OH; R1CO00 – Region 1; R2CO00 – Region 2; R3CO00 – Region 3; R4CO00 – Region 4; R5CO00 – Region 5; R6CO00 – Region 6; R7CO00 – Region 7; R8CO00 – Region 8; and R9CO00 – Region 9.

Amount of Award – Enter the total amount obligated by the Agency under this contract action.

Award Date – Enter the date the contract action was signed.

*** Award Description** – Provide a narrative description of the project or activity funded with ARRA funds, including a description of the overall purpose and expected outcomes or results. Include significant deliverables and, if appropriate, associated units of measure. The description must be sufficiently clear to facilitate understanding by the general public.

*** Total Number of Sub Awards less than \$25,000/Award** – Enter the total number of first-tier subcontract awards made of less than \$25,000 in value.

*** Total Amount Sub Awards less than \$25,000/Award** – Enter the total dollar value of first-tier subcontract awards made of less than \$25,000 to sub recipients.

*** Total Number of Sub Awards to Individuals** – Enter the total number of first tier subcontract awards made to individuals.

*** Total Amount of Sub Awards to Individuals** – Enter the total dollar value of first-tier subcontract awards made to individuals.

Project Information -

* **Quarterly Activities/Project Description** – Project description should enable the public to understand the nature of the work of the project for the quarter reported, and the work invoiced during the quarter. This should be a more detailed description than the Award Description (See above), and should specifically cover the reporting quarter activities, and should support (and help justify) the number of jobs created/retained.

* **Project Status** – Estimation of completeness status of the contract action. Options are: Not started; Less than 50% completed; 50% or more completed; or Fully completed.

* **Total Federal Amount ARRA Funds Received/Invoiced** – Enter the amount of Recovery Act funds invoiced by the contractor on this contract action, for the reporting period. (Please note that the Recipient Reporting Data Model V3.0 states that the cumulative amount invoiced should be entered here. FAR 52.204-11, ARRA – Reporting Requirements, states that only the amount invoiced for the reporting period needs to be entered, and that the online reporting tool at www.federalreporting.gov will maintain the cumulative amount invoiced.)

* **Number of Jobs** – Follow the steps outlined in OMB’s latest guidance. Reported Jobs should reflect the total number of hours reported (for created and retained jobs) for the quarter, divided by 520. Will be expressed in FTEs.

* **Description of Jobs Created** – Provide a brief description of the types of jobs created or retained. A narrative description of the employment impact of ARRA funded work, including the approach used to calculate FTEs, may also be provided. Please assess the reported number of Jobs in the context of project status, size of award expenditures reported, and other considerations which might serve as a reasonableness check.

Activity Code (up to 10 Codes allowed) – For contracts, enter the 6-digit NAICS code(s) found in the solicitation/contract.

Primary Place of Performance –

Address 1 and 2, City, Country code, State, Zip Code+4, Congressional District - Enter address and codes for the recipient location where primary performance of the contract action is being done. Please note that only City and Country codes are needed if the primary place of performance is outside of the U.S.

Recipient Highly Compensated Officers –

* **Prime Recipient Indication of Reporting Applicability** – Names and total compensation of each of the five most highly compensated officers of the recipient for the calendar year in which the award took place, must be reported if the recipient meets the criteria listed in OMB’s Recipient Reporting Data Model V3.0, Page 15. If the criteria are met, this data element should be coded “yes,” and **Officer 1-5 Names** and **Officer 1-5 Compensation** totals must be completed.

Sub Recipient Reporting

Report Information –

Award Type – Select “Contract” or “C.”

Award Number – Enter the 8-digit EPA Contract Number provided by the Agency, with no spaces, dashes, slashes, etc. (EX: EPS50601, not EP-S5-06-01 or EP-S5-0601).

If the contract award was made via an order under a GSA Contract, the recipient will not have an EPA Contract number. Please enter the GSA Contract Number (usually 10-12 digits) as the Award Number. (EX: GS06F0399Z)

If the award was made via a purchase order (non-GSA), the Purchase Order Number (10 digits) should be entered as the Award Number (EX: EP0W01650).

Prime DUNS – Enter the prime recipient’s DUNS ID number.

Sub Recipient Information –

* **Sub Recipient DUNS Number** - Enter the sub recipient’s DUNS Number.

* **Sub Recipient Congressional District** - Enter the Congressional district corresponding to the sub recipient’s DUNS address and zip code. May be found on link at <http://www.house.gov>, can be accessed via zip code.

* **Sub Recipient Type, Legal Name, DBA Name, Address 1 and 2, City, State, Zip Code+4, and Country** - all obtained through CCR, via the DUNS ID entered; no entries needed.

Sub Award Information –

* **Sub Award Number** – Enter the subcontract number assigned by the prime recipient.

* **Amount of Sub Award** – Enter the anticipated total amount of funds to be disbursed to the sub recipient over the life of the subcontract.

* **Sub Award Date** – Enter the date the subcontract was signed.

Sub Recipient Place of Performance –

*** Address 1 and 2, City, Country, State, Zip Code +4, and Congressional District** - Enter address and codes for the sub recipient location where primary performance of the subcontract is being done. Please note that only City and Country codes are needed if the primary place of performance is outside of the U.S.

Sub Recipient Highly Compensated Officers –

*** Sub Recipient Indication of Reporting Applicability** – Names and total compensation of each of the five most highly compensated officers of the sub recipient for the calendar year in which the award took place, must be reported if the sub recipient meets the criteria listed in OMB's Recipient Reporting Data Model V3.0, Page 19. If the criteria are met, this data element should be coded "yes," and **Officer 1-5 Names** and **Officer 1-5 Compensation** totals must be completed.

* Data elements which must be reported per FAR 52.204-11, ARRA – Reporting Requirements. EPA strongly recommends that all other data elements listed here be reported as well.